

# Town Of Jamestown

Rhode Island



## Rembijas Pavilion

Rental Policies & Pricing 2017



### Inside This Packet:

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- ~ Facility Rates
- ~ Rules and Regulations
- ~ Property Features
- ~ Rental Application

Jamestown Parks & Recreation  
41 Conanicus Avenue  
Jamestown, RI 02835  
Pavilion Reservation Office  
401-423-7260



## LT. JOHN C. REMBIJAS PAVILION AT FORT GETTY

The Lt. Col. John C. Rembijas Pavilion is named after a former Jamestown Building Official who spearheaded the effort to construct the pavilion to create a space for families to gather and have celebrations for many of life's special occasions. Originally built in 1978, the structure received a complete overhaul in 2013 after a harsh winter storm damaged the pavilion. The new structure, designed by local Jamestown architect Andrew Yates, is as beautiful as the views the property offers its patrons. The facility is operated by the Town of Jamestown Parks and Recreation office and can be reserved for use typically from mid-May to mid-October.

## PAVILION AMENITIES

- 4800 SQ FT COVERED OPEN AIR PAVILION WITH CONCRETE FLOORING. PICNIC TABLE SEATING FOR 150 PROVIDED. ADDITIONAL SEATING MAY BE PROVIDED BY THE LESSEE.
- RESTROOMS - BUILT IN 2016, A PAIR OF PERMANENT FULLY FUNCTIONING RESTROOMS SEVRE EVENTS AT THE PAVILION.
- WATER & ELECTRICITY IS AVAILABLE ONSITE FOR CATERING AND ENTERTAINMENT NEEDS.
- 2 LARGE CHARCOAL STOVES ARE LOCATED ONSITE FOR USE.
- WIND CURTAINS MAY BE DROPPED DOWN TO PROTECT YOUR EVENT FROM THE WIND OR RAIN.
- ROCKY BEACH - A NATURAL ROCKY BEACH IS LOCATED NEXT TO THE PAVILION WITH VIEWS OF NARRAGANSETT BAY. THERE ARE NO LIFE-GUARDS ON DUTY AT THE ROCKY BEACH.
- FREE PARKING INSIDE FORT GETTY. NO PARKING FEE WILL BE CHARGED TO ANYONE ATTENDING THE PAVILION FOR A FUNCTION.

## USER FEE SCHEDULE

**PLEASE NOTE\*\*\***

**Fee schedule includes both Peak and Non Peak Season rates. Peak Season runs from the 3rd Saturday In June through the 3rd Sunday in September.**

Facility User Fee	Monday-Thursday		Friday & Sunday		Saturdays	
	Non-Peak	Peak	Non-Peak	Peak	Non-Peak	Peak
Jamestown Resident	\$250	\$400	\$400	\$600	\$400	\$750
Non-Resident	\$600	\$800	\$800	\$1200	\$800	\$1500
Local Non-Profit	\$400	\$500	\$400	\$600	\$400	\$750
Out of Town Non-Profit	\$500	\$600	\$500	\$700	\$600	N/A

\*Weekday Holiday Rates - Same as Friday and Sunday Rates

**Facility user fee includes a five (5) hour event with an additional two (2) hours for set up and one (1) hour for take down and clean up. Total time of use is eight (8) hours. All Pavilion events must be concluded by 10pm.**

### Additional Miscellaneous Fees

Event overtime in excess of the 5 hours allowed: \$150 per hour (minimum of 1hr)  
*Must be requested and paid for at least 48 hours prior to event*

Additional Pre and Post Event Access: \$50 per hour  
*For additional set up, decorating, clean up or take down time that may be required in excess of the 8 hour allowance*

Pavilion Attendant - Included in Base User Fee

### Clean Up

*Users are required to leave the Pavilion "broom" clean and in good order along with removal of trash and litter from the area and properly place in the pavilion's dumpster. All picnic tables if moved are to be placed back to original locations.*

### Tables & Chairs

Seating for 200 persons is provided in the form of picnic table seating. If different seating is desired, it is the responsibility of the lessee to move existing table and replace after the event concludes.

### Deposits

A non-refundable user fee deposit of \$250 for Jamestown residents and a completed and signed application are required to secure a date at the Pavilion. If not a Jamestown resident a non-refundable user fee deposit of \$400 and a completed and signed application are required to secure a date at the Pavilion. A \$400 damage/security deposit along with remaining user fees is due 30 days prior to the scheduled event. Damage/security deposit will be returned following the event provided there is no damage to the facility or additional fees due. Users may not transfer their approved date of use to another user.

## LT. COL. JOHN C. REMBIJAS PAVILION

### **RULES FOR PRIVATE USE**

The Lt. Col. John C. Rembijas Pavilion, a Town of Jamestown facility, is available for use by individuals, businesses, and organizations in accordance with the following rules and guidelines. The Parks and Recreation Department is responsible for the use of the pavilion. As an important Town resource, these rules and guidelines have been established to insure that future generations will be able to use and enjoy this facility.

### **RESERVATION POLICY**

The Pavilion is available for rent mid-May until mid-October .

**2017 Dates: May 13 - October 8      Peak Season Dates: June 17 - September 17**

**2018 Dates: May 12 - October 7      Peak Season Dates: June 16—September 16**

The Jamestown Parks and Recreation Office located at 41 Conanicus Ave, begins accepting reservations for the Pavilion on **October 1st by Jamestown residents** for the next 2 reservation seasons. Beginning on **January 1, non-Jamestown residents** may apply for pavilion reservation for the same calendar year. Please return a completed application form (attached) with deposit to the Parks and Recreation Office.

The Pavilion is available for use as follows:

Monday Through Thursday	3: 30pm - 10: 00pm
Friday, Saturday, Sunday and Monday Holidays	12: 00pm - 10: 00pm

Users have exclusive use of the Lt. Col. John C. Rembijas Pavilion during their events, including the adjacent restroom facilities.

### **PAYMENTS, DEPOSITS, AND REFUNDS**

User fees received are used to cover the costs of operating the Pavilion and to help fund continuing improvements, repairs, and renovations.

- All checks should be made payable to the Town of Jamestown, and mailed to:  
Jamestown Parks & Recreation 41 Conanicus Ave. PO Box 377, Jamestown, RI 02835
- A completed and signed Application for Use form along with a \$250 deposit (resident), \$400 (non-resident) must be received to reserve a date and time for an event. The remaining user fee and a \$400 damage/security fee must be received 30 days prior to the event. Late payment of user fee or damage/security deposit may result in the cancelation of the event.
- Should the user cancel more than 14 days prior to the event all but the non-refundable deposit will be refunded. After the 2 week deadline, any refund will be at the sole discretion of the Town of Jamestown.

LT. COL. JOHN C. REMBIJAS PAVILION**RULES FOR PRIVATE USE**

(continued)

- Lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of Fort Getty and the Lt. Col. John C. Rembijas Pavilion. **Residents may not sign for a non-resident third party.**
- All organizations and/or residents leasing the Pavilion shall secure and maintain, at no expense to the Town of Jamestown, a comprehensive general liability policy with policy limits not less than \$1,000,000 per occurrence, issued by one or more companies authorized to do business in the state of Rhode Island. The Town of Jamestown shall be named as additional insured and the insurance must be maintained throughout the period of use of the permit. A copy of proof of insurance must be attached to the permit application and no permit shall be issued without this documentation.
- An immediate, non-refundable deposit of \$250.00(\$400 for non-residents) is required to secure the date. **The balance owed is due 30 days prior to the scheduled event.** There are no refunds due to inclement weather unless the park is closed by the Town of Jamestown. A returnable damage/security deposit of **\$400.00** on a separate check is also required.
- The Pavilion is available to the Lessee from 12 p.m. to 10 p.m. on the day of the event. Under no circumstances shall any activity connected with the event continue beyond 10 p.m. There shall be no stapling of picnic tables or stapling or nailing into wooden pavilion columns.
- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created at the Pavilion or ANYWHERE IN THE PARK. Lessee agrees that all food and drink will be kept in the immediate area of the Pavilion so that littering will be prevented and that noise will not exceed reasonable levels. The Parks & Recreation Department staff reserves the right to terminate any event for disturbances arising from unruliness or noise, or for violation of this lease. Loss of future rental privileges will result. The Town of Jamestown may require additional police and/or fire protection and portable sanitary facilities at Lessee's expense.
- The Lessee must ensure that the Pavilion is left clean and returned to the condition in which it was found. All Town property must be returned to the Gatehouse by 10p.m. All trash barrels must be emptied in dumpster, all decorations removed and disposed of properly, there must be no litter on the premises and all spills must be cleaned from the tables and floor. Picnic tables must be placed back where they were upon your arrival to the Pavilion. If these conditions are not met, the \$400.00 damage/security deposit will not be returned. The Lessee also agrees to reimburse the Town of Jamestown for any damage to Town property caused by this event.
- It is the responsibility of the Lessee to obtain any necessary licenses and permits (Ex. Town of Jamestown One-Day Event/Entertainment license, Department of Health Food Event Permit, etc. prior to the event date.)



LT. COL. JOHN C. REMBIJAS PAVILION**RULES FOR PRIVATE USE**

(continued)

- Alcohol may not be sold except by non-profit lessees after obtaining license from Town Clerk's office with the approval of the Jamestown Town Council. The Lessee and Lessee's agent agree to exercise prudent judgment in the service of alcoholic beverages and to otherwise refuse to serve visibly intoxicated persons. Lessee agrees to provide transportation for those not able to safely operate a motor vehicle due to intoxication. Further, Lessee agrees to hold the Town of Jamestown, its agents and servants harmless for any incident arising out of the consumption of alcoholic beverages.
- The Town of Jamestown, its agents and servants are not responsible for damage, injury, loss or theft of personal property of Lessee or Lessee's guests or anyone involved in the event.
- Hired services for the event are party to this agreement and subject to its terms. It is the responsibility of the Lessee to share the contents of this agreement with the band, caterer, etc.

**LAWS, ORDINANCES, AND REGULATIONS**

Users and their guests must abide by all laws of the State of Rhode Island, ordinances of the Town of Jamestown and the RULES FOR PRIVATE USE of the Lt. Col. John C. Rembijas Pavilion. Failure to abide by these requirements may result in termination of use and forfeiture of all or a portion of the user's damage/security deposit. User will be held responsible for any damage and extra cleaning costs.

**PARKING**

All Pavilion users and their guest are given free access inside Fort Getty for their event. Parking is available in front of the Pavilion and along the roadway on either side of the Pavilion. Please do not impede the passing of other vehicles entering or exiting the park.

**USER'S SCHEDULE OF OPERATION**

All Pavilion users must provide a schedule of operations for the day of their event to the Parks and Recreation Office at least one (1) week in advance, including listing of all service providers being utilized such as florist, entertainment, and caterer. Users wishing to meet at the Pavilion with their service providers may do so only by appointment with the Parks & Recreation Department who may limit the number and times of such meetings.

LT. COL. JOHN C. REMBIJAS PAVILION**RULES FOR PRIVATE USE**

(continued)

**DECORATING AND SET UP**

- The Town of Jamestown and the Parks and Recreation Department are not responsible for any loss or damage to personal property, furnishings, decorations, and/or equipment provided by the user and the user's service providers.
- The user fee for the Pavilion includes two hours for decorating immediately prior to the start of the event. If the Pavilion Schedule allows, the user may arrange for additional set up time in accordance with the schedule of user fees.
- Decorations must be placed without the use of scotch tape, staples, or nails. Users may use nylon line and florist wire to hang decorations.

**EVENT SHUT DOWN AND CLEAN UP**

- Music, entertainment, and bar service must be suspended 30 minutes prior to the scheduled termination of the event. Users are responsible for the prompt departure of their guests at the termination of the event. All guests must be out at that time. If guests remain in the building past the time of termination, the users deposit may be forfeited.
- All equipment, rentals, decorations, and all other property belonging to the users, their service providers and/or their guest must be removed from the Pavilion within the one hour period following the event.
- The Pavilion must be swept clean, all refuse removed and placed in the dumpster one hour after function has ended. A representative from the Parks and Recreation Department will review the property at the conclusion of the event to verify that the Rules for Use have been followed.
- Any damage to the facility, failure to meet the required standard of cleanliness, or excess clean up time required will cause all of or a portion of the security/damage deposit to be forfeited.

LT. COL. JOHN C. REMBIJAS PAVILION**RENTAL APPLICATION**

**\* AN INCOMPLETE LEASE APPLICATION WILL NOT BE PROCESSED**

DATE REQUESTED: \_\_\_\_\_ Hours of Event: \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

**APPLICANT:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Phone: Day: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

**ATTENTION JAMESTOWN RESIDENTS:**

**PLEASE SEE ATTACHED PROOF OF RESIDENCY REQUIREMENTS**

**EVENT DESCRIPTION:** \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_ Who will this event benefit (if anyone): \_\_\_\_\_

Type of Operation (Private, State Sponsored, Non-Profit): \_\_\_\_\_

If **Non-Profit**, is Non-Profit registered with the State? NO\_\_\_\_ YES\_\_\_\_

RI Tax ID#: \_\_\_\_\_ Non-Profit ID #: \_\_\_\_\_

**ALCOHOL:** **(Liquor Liability Insurance Required)** See Statement #2

Will there be Alcohol at this event? NO\_\_\_\_ YES\_\_\_\_

**CATERER:**

Will there be a Caterer for this event? NO\_\_\_\_ YES\_\_\_\_ License #: \_\_\_\_\_

Caterer's Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**MUSIC:**

Will there be Music at this event? NO\_\_\_\_ YES\_\_\_\_

**(One Day Entertainment License Required \$5.00 fee)**

Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Band\_\_\_\_ DJ\_\_\_\_ Other\_\_\_\_



LT. COL. JOHN C. REMBIJAS PAVILION

**Proof of Residency Policy**

The Town of Jamestown provides certain benefits to its residents and taxpayers in the form of lower rental fees for facilities such as the Rembijas Pavilion as well as season passes to Mackerel Cove and Heads Beach. **In order to qualify for Resident Rates individuals must either own property, rent property year round, or reside in Jamestown. On a year round basis.** The following "Proof of Residency Policy" has been put into place to ensure a fair and equitable rate structure for resident/property owners.

**\*\*\*Note: Applying for use of the Rembijas Pavilion for a third party is STRICTLY PROHIBITED, doing so may result in forfeiture of deposit and future use of the facility.**

When applying for a resident Rembijas Pavilion rate or Beach Pass, a Jamestown resident/property owner must supply a combination of the following identification materials:

- ◇ Photo ID
- ◇ Proper Identification that displays your Jamestown address; (Drivers License, Identification Card, Passport)
- ◇ Jamestown Property Tax Bill
- ◇ Jamestown Voter Registration Card
- ◇ Copy of a signed 12 month Lease Agreement for residence in Jamestown (minimum)
- ◇ Utility Bill with a Jamestown Address.
- ◇ Current Vehicle Registration proving Jamestown residence

***\*\*\*NOTE: RECREATION OFFICE STAFF WILL REVIEW ALL MATERIALS PROVIDED AND VERIFY DOCUMENTS FOR AUTHENTICITY. IT IS UNLAWFUL TO PROVIDE FALSE DOCUMENTS. IT IS UNLAWFUL TO PROVIDE FALSE DOCUMENTS.***

**RECREATION OFFICE USE ONLY**

**DOCUMENTS PROVIDED:**

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**PROOF OF RESIDENCY: APPROVED ☐ DENIED ☐ SIGNED \_\_\_\_\_ DATE \_\_\_\_\_**

LT. COL. JOHN C. REMBIJAS PAVILION**RENTAL APPLICATION**

(continued)

This agreement entered into by the Town of Jamestown, State of Rhode Island, hereinafter referred to as Lesser, and \_\_\_\_\_ hereinafter referred to as Lessee.

**\*Please read and initial after each statement.\***

- Lessee is solely responsible for adhering to the terms of this contract and all Rules and Regulations of Fort Getty and the Lt. Col. John C. Rembijas Pavilion. Residents may not sign for a non-resident third party. \_\_\_\_\_
- All organizations and/or residents leasing the Pavilion shall secure and maintain, at no expense to the Town of Jamestown, a comprehensive general liability policy with policy limits not less than \$1,000,000 per occurrence, issued by one or more companies authorized to do business in the state of Rhode Island. The Town of Jamestown shall be named as additional insured and the insurance must be maintained throughout the period of use of the permit. A copy of proof of insurance must be attached to the permit application and no permit shall be issued without this documentation. \_\_\_\_\_
- An immediate, non-refundable deposit of \$250.00 (resident) or \$400 (non-resident) is required to secure the date. **The remaining user fee and a returnable \$400 damage/security fee must be received 30 days prior to the event. The damage/security fee is required to be on a separate check.** Late payment of user fee or damage/security deposit may result in the cancelation of the event. There are no refunds due to inclement weather unless the park is closed by the Town of Jamestown. \_\_\_\_\_
- The pavilion is available to the Lessee from 12 p.m. to 10 p.m. on the day of the event. Under no circumstances shall any activity connected with the event continue beyond 10 pm. \_\_\_\_\_
- It is the responsibility of the Lessee to ensure that guests behave in an orderly manner, and that no disturbance is created at the Pavilion or ANYWHERE IN THE PARK. Lessee agrees that all food and drink will be kept in the immediate area of the Pavilion so that littering will be prevented and that noise will not exceed reasonable levels. The Parks & Recreation Department staff reserves the right to terminate any event for disturbances arising from unruliness or noise, or for violation of this lease. Loss of future rental privileges will result. **The Town of Jamestown may require additional police and/or fire protection and portable sanitary facilities at Lessee's expense.** \_\_\_\_\_
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LT. COL. JOHN C. REMBIJAS PAVILION**RENTAL APPLICATION**

(continued)

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- The Town of Jamestown, its agents and servants are not responsible for damage, injury, loss or theft of personal property of Lessee or Lessee's guests or anyone involved in the event.\_\_\_\_\_
- Hired services for the event are party to this agreement and subject to its terms. It is the responsibility of the Lessee to share the contents of this agreement with the band, caterer, etc.\_\_\_\_\_

I have read and understand the Lt. Col. John C. Rembijas Pavilion Contract Agreement and agree to comply with all of the terms of the same:

x

\_\_\_\_\_  
Signature of Lessee\_\_\_\_\_  
Date

x

\_\_\_\_\_  
Signature of Jamestown Recreation Employee\_\_\_\_\_  
Date

LT. COL. JOHN C. REMBIAS PAVILION**RENTAL APPLICATION**

(continued)

Things to know...

Water & Electricity – All Keys need to be picked up at the Gate House on the day of scheduled event. Must return keys when event is over.

Restrooms – Located adjacent to the Pavilion.

Sand Volleyball Court – Bring your own volleyball.

Rocky Beach - Located beside Pavilion. No lifeguards on duty.

Charcoal Grills – There are 2 large grills. You will need to bring your own supplies.

Wind Curtains – Canvas curtains that protect Pavilion from the elements are provided. Please ensure curtains are pulled up prior to leaving the area.

Seating – Picnic tables are available. DO NOT STAPLE table cloths.

Clambakes – Only allowed on the Rocky Beach. **NO PITS!!** You will need to bring your own supplies.

Parking – No parking fee will be charged to anyone attending the Pavilion for a function. Park in the Pavilion area only!

Fires – **Town ordinance prohibits** open fires on beach. **Violators may be prosecuted!**

Renter is responsible for all clean up immediately following the event.

**RECREATION DEPARTMENT USE ONLY**

Deposit:      \$250.00 Res \$400 Non-Res \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

Balance:      \$ \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_

Total:      \$ \_\_\_\_\_

Damage/Security Deposit:      \$400.00 \_\_\_\_\_ Date \_\_\_\_\_ Check# \_\_\_\_\_

**Note:**